



6234 Crooked Creek Rd
Norcross, GA 30092-3106
770.446.1381 TEL | 770.446.3044 FAX
TMS-Global.org

ABOUT TMS GLOBAL

Our Mission: TMS Global exists to mobilize and deploy the body of Christ globally to join Jesus in His mission, especially among the least-reached peoples.

Our Vision: The kingdom of God advancing among all peoples bringing about redemption and reconciliation through Jesus Christ.

Our Strategies: Mobilize the Body of Christ so that it will live and share the gospel incarnationally in order to more effectively make disciple-makers who lead communities that do and proclaim God's mercy and justice.

Our Story: We are a nonprofit organization that sends people to share the love and message of Jesus cross-culturally and equips Christ followers to better engage their neighbors. We train, mobilize, and serve cross-cultural workers, US churches, and national leaders for effective ministry locally and globally. Since 1984, TMS Global has mobilized, trained, and served hundreds of cross-cultural witnesses. Currently, more than 140 workers serve in 39 countries around the world. Thousands of people have been introduced to Jesus and disciplined in their faith. Churches in the US and abroad have embraced God's plan for their congregations and reached out to their communities, nation, and the world with the hope of Christ. Together, we are joining Jesus in His mission.

Our Values:

Humble learners - Entering each context and culture with an open posture, depending on God and attentive to others for insight.

People in community - Connecting deeply with one another, prayerfully caring for the whole person and whole communities as we invite people into the kingdom of God.

Spirit-led adaptability - Allowing the work we do to be shaped by the Spirit of God in every context according to what God is already doing in each heart and community.

Integrity - Living out our faith in Jesus in all aspects of our personal and organizational life.

JOB DESCRIPTION

Development Innovation & Operations Manager

Effective Date: *July 2024*

This job description summarizes the job duties and expectations essential to the successful evaluation of the job. It is not intended to be complete in detail. Individuals classified in this job are expected to perform all the duties listed and, on occasion, may be required to perform other functions of higher or lower skill level not included in this job description.

Standard of behavior: Living and working according to the values of TMS Global.



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Reporting relationship: Vice President of Advancement

Supervises: Advancement Coordinator

Classification: Exempt

Location: This staff member has the option to be fully remote, on-site or hybrid with an office in Norcross, GA (metro Atlanta). Travel is required four to five times per year.

Salary Range: \$55,000-\$65,000

In addition to your salary, as a full-time employee you will have the following benefits available to you:

- Health Insurance – employer paid premium for high deductible plan. A co-pay plan option is available and the difference in premium can be set up as a pre-tax deduction. Family coverage is available at full cost but can be set up as a pre-tax deduction.
- A Health Savings Account plan with investment options if on the high deductible insurance
- Dental insurance – employer paid premium for employee. Family coverage available at pre-tax premiums.
- Other insurance (vision, cancer, accident) is available for pre-tax premiums.
- 403(b) retirement savings with employer match up to 6% of salary.
- 10 paid holidays, a birthday holiday, 3-4 weeks of PTO based on years of experience.

Position summary:

The Development Innovation & Operations Manager will play a crucial role in advancing our mission by leveraging cutting-edge technology and data-driven strategies to enhance our fundraising efforts. This position is responsible for optimizing the use of RE NXT software, implementing artificial intelligence solutions, writing compelling appeals, tracking fundraising metrics, managing event logistics, enhancing online giving platforms, and creating automated donor journeys. The ideal candidate will be technically proficient, detail-oriented and self-motivated, with a passion for Jesus. By integrating innovative technologies and fundraising best practices, this team member will drive efficiency and maximize results.

Major duties and responsibilities:

- 1) To live a lifestyle that is above reproach and worthy of the calling of Jesus Christ. To live in accordance with the faith statement and core values of TMS, with a commitment to be an example of life-long learning and continuous intentional growth in the study and life application of God's Word.
- 2) Oversee the use and optimization of RE NXT software for donor management, reporting and integration with other systems, leveraging all its features to maximize our fundraising success.



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- 3) Develop and maintain new systems powered by artificial intelligence to identify and engage current and potential donors. Develop and maintain automated donor journeys to scale our donor engagement efforts and increase donor retention.
- 4) With support from our communications team, craft compelling and personalized fundraising appeals. Write direct mail solicitations to be used in omnichannel campaigns.
- 5) Create automated dashboards to track key performance indicators (KPIs) for fundraising activities and monitor our progress towards goals. Generate and analyze reports to inform strategic decisions and identify opportunities for improvement.
- 6) With support from the events team, plan and coordinate logistics for fundraising events, ensuring seamless execution. Manage vendor relationships, event timelines, logistics, and on-site support.
- 7) Collaborate with the web development and design teams to ensure our online giving pages are donor-centric and effective.
- 8) Develop annual giving programs and systems such as monthly giving to build a strong pipeline of donors at all levels of the giving pyramid.
- 9) Any other reasonable duties as assigned by supervisor.

Job knowledge and experience:

- This position requires a college degree and significant work experience in a related field.
- Proficiency with MS Office.
- Technical acumen and experience with artificial intelligence is critical.
- Ability to act with integrity and maintain confidentiality in all matters.
- Ability to work collaboratively in a team setting.
- Experience in a fundraising office with an understanding of donor cultivation and solicitation is highly preferred.
- Experience with RE NXT is highly preferred.
- Knowledge of global missions is a plus.

Personal requirements:

The ideal candidate will be highly detail-oriented, self-motivated, and have strong analytical skills, proven project management abilities, and a passion for the mission of TMS Global. Adaptability to changing priorities and new technologies, creativity in problem-solving, a strong sense of ethics and commitment to donor privacy and data security are also crucial for success.

Physical requirements:

Work should require light physical activity with a reasonable amount of repetitive motion. This position may require off-site travel one to five times per year.



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TMS Global is an equal opportunity employer and does not discriminate based on race, color, national origin, sex, age, disability, or veteran status. As a faith-based organization, we are permitted to hire individuals who share our Christian faith and values, in accordance with applicable law. We are committed to creating an inclusive environment that respects and values diversity.

To apply please email your resume and cover letter to Kate Bryant at hr@tms-global.org